(ii) Officers must provide help to the extent possible to the Members of Parliament and State Legislatures in the discharge of their important functions under the Constitution. If unable to accede to the request of a Member, reasons to be courteously explained.

(iii) Any deviation from an appointment made with a Member must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.

(iv) An officer should be meticulously correct and courteous and rise to receive and see of a Member visiting him.

(v) Members of Parliament/State Legislatures of the area to be invariably invited to a public function organised by a Government office. Proper and comfortable seating arrangements at public functions to be made for M.Ps. who appear above officers of the rank of Secretaries to Government of India in Warrant of Precedence.

(vi) Letters from M.Ps. and Members of State Legislatures must be promptly acknowledged, and a reply sentat an appropriate level expeditiously. Relevant provisions in the Manual of Office Procedure should be observed.

(vii) Information or statistics relating to matters of local imporance must be furnished to M.Ps. and M.L.As. when asked for. If request is to be refused, instructions from higher authority should be taken.

(viii) A Government servant should not approach MPs/MLAs for sponsoring his individual case and

(ix) References from Committees of Parliament must be attended to promplty. A senior officer at the level of JS or equivalent should be charged with the responsibility for ensuring this.

Ministries/Deparments are again requested to ensure that these instructions are followed by all concerned in letter and spirit.

Sd/-

(V. Natarajan)

Deputy Secretary to the Government of India.

To

All Ministries/Departments of Government of India

Copy to :

1. C and AC
2. UPSC
3. Chief Secretaries of all State Governments/ U.T.Admns.
4. Lok Sabha Sectt/Rajya Sabha Sectt.

[English]

Improvement Plan of Howrah and Calcutta Cities

4385. SHRI HANNAN MOLLAH : Will the Minister of PLANNING AND PROGRAMME IMPLEMENTATION be pleased to state :

(a) whether the Government have received proposals for the improvement of Howrah and Calcutta, West Bengal;

(b) if so, the details thereof; and

(c) the steps taken by the Government to provide financial assistance to implement various improvement plans of these two cities?

THE MINISTER OF STATE OF THE MINISTRY OF PLANNING AND PROGRAMME IMPLEMENTATION AND MINISTER OF STATE OF THE MINISTRY OF SCIENCE AND TECHNOLOGY (SHRI YOGINDER K. ALAGH) : (a) and (b). Yes, Sir.

Proposals with Rs. 334.50 crore received under the scheme of Infrastructural Development in Mega Cities have been cleared by the State-level Sanctioning Committee constituted for Calcutta. The Calcutta Metropolitan Development Authority (CMDA) has been designated as the nodal agency.

(c) Under the scheme, the sharing between Central and State Government would be in the ratio of 25:25 and the balance 50% is to be met from institutional finance, through financing institutions and capital market. The release of the Central Share has been as follows :

(Rs. in crore)

Year	*Release*
1993-94	20.10
1994-95	16.10
1995-96	18.08

Funds for Centrally Sponsored Schemes

4386. SHRI MUNNI LAL : Will the Minister of PLANNING AND PROGRAMME IMPLMENTATION be pleased to state :

(a) the quantum of funds released to Government of Bihar under Centrally sponsored schemes, from 1993 to March 1996; and

(b) the details thereof?

THE MINISTER OF STATE OF THE MINISTRY OF PLANNING AND PROGRAMME IMPLEMENTATION AND MINISTER OF STATE OF THE MINISTRY OF SCIENCE AND TECHNOLOGY (SHRI YOGINDER K. ALAGH) : (a) and (b). Centrally Sponsored Schemes are formulated by the Central Ministries/Departments in consultation